MINNESOTA DEPARTMENT OF HEALTH

Face Sheet

Grant Application For

ASSIST Tobacco-Use Prevention

1. **Applicant Agency** (with which grant contract is to be executed)		
Legal Name	Address	Phone
Hispanos en Minnesota	155 South Wabasha Suite 128 St. Paul, Minnesota 55107	(612) 227-0831
2. Director of Applicant Agency		
Name/Title	Address	Phone
Jerry Guevara, Executive Director	Same as above	( ) Same as above
3. Fiscal Management Officer of Applicant Agency		
Name/Title	Address	Phone
Leonardo Navarro, Accountant	Same as above	( ) Same as above
4. Operating Agency (if different from number 1)		
Name/Title	Address	Phone
		( )
5. Contact Person for Operating Agency (if different from number 2)		
Name/Title	Address	Phone
		( )
6. Contact Person for Further Information on Application (if different from number 5)		
Name/Title	Address	Phone
Jules Beck, Associate Director	Same as above	( ) Same as above

7. Copies of this application have been sent to the following Community Health Boards for review:

Community Health Board(s) -- N/A if the Board is the Applicant	Agency Name(s) Not Applicable	Date sent

8. I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature of Director of Applicant Agency	Title	Date
	Executive Director	6/18/93

HE-01274-03 (4-93)

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

MINNESOTA DEPARTMENT OF HEALTH

PROJECT INFORMATION FOR

ASSIST Tobacco-Use Prevention

1. **Project Information:**

APPLICANT AGENCY			
Hispanos en Minnesota			
BEGINNING DATE	END DATE	PROJECT FUNDS REQUESTED Year 1	Year 2
October 1, 1993	September 30, 1994	24,125	NA
SERVICE AREA (City, County, or Counties)		LOCAL MATCH PROVIDED Year 1	Year 2
Primary: West St. Paul Area Secondary: Outstate Minnesota			NA
		MN TAX I.D.#	
		6325933	
		FED. I.D.# (If applicable)	
		41-0969747	

2. **Non-Profit Status:**

501.C3 Copy Attached: Yes X Not Applicable _____

3. **Evidence of Workers' Compensation Insurance:**

Attached: Yes X No _____ Not Applicable _____

4. **Affirmative Action:**

The agency has a certificate from the Commissioner of Human Rights, pursuant to M.S. 363.073:

Attached:

Yes _____ No X Not Applicable Because:

X (a) Total Contract is $50,000 or Less

_____ (b) Agency Has 20 or Fewer Full-Time Employees

_____ (c) Units of Local Government

_____ (d) Indian Reservation

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

Internal Revenue Service

District
Director

Department of the Treasury

Person to Contact: EO:TPA

Telephone Number: 1-800-829-1040
312-435-1040

HISPANOS EN MINNESOTA
155 S WABASHA ST SUITE 128
ST PAUL MN 55107

Refer Reply to: 93-0837

Date: February 16, 1993

RE: EXEMPT STATUS
EIN: 41-0969747

This is in response to the letter, dated January 7, 1993, regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in February, 1973, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in Section 509(a)(1) & 170(b)(1)(A)(vi) of the Internal Revenue Code.

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

If your gross receipts each year are normally $25,000 or more, you are required to file Form 990, Return of Organizations Exempt from Income tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on F-990-T.

If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,

Marilyn W. Day

Marilyn W. Day
District Director

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WAUSAU INSURANCE COMPANIES

Certificate of Insurance

This is to certify that the insurance policies (described below by a policy number) written on forms in use by the company have been issued. This certificate is not a policy or a binder of insurance and does not in any way alter, amend or extend the coverage afforded by any policy referred to herein.

ISSUED TO	NAME AND MAILING ADDRESS OF INSURED	AGENT OF RECORD	ISSUING DATE
DEPT OF PURCHASES & SERVICE COUNTY OF RAMSEY 160 E KELLOGG BLVD ST PAUL MN 55101	HISPANOS EN MINNESOTA 155 S WABASHA ST ST PAUL MN 55107	JOHNSON MIDWEST AGENCY 1011 FIRST ST S HOPKINS MN 55343	09 28 92

Type of Insurance	Co. No.*	Policy Number	Policy Effective Date (MO/DA/YR)	Policy Expiration Date (MO/DA/YR)
Workers Compensation**	2	0313 00 117694	08 19 92	09 19 93

**Unless otherwise indicated, this policy affords full coverage under the Workers Compensation laws of all states (except states where coverage can be provided only by State funds, and Canada) and as designated in the policy and endorsements for Part Two (Employers Liability).

SPECIAL PROVISIONS/LOCATIONS/SPECIFIED AUTOS:

LOCATION: MINNESOTA

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy (policies) described above is subject to all of the terms exclusions and conditions of such policy (policies) during the term(s) thereof.

*The entry of a number in this column means that the coverage is afforded by the company designated by the same number.

PRODUCER NO.	ISSUING OFFICE	REGION
0929	PO BOX 1357 MINNEAPOLIS MN 55440-1357 (612) 830-1700	MPL

*ISSUING COMPANY NO.
01. WAUSAU LLOYDS
02. EMPLOYERS INSURANCE OF WAUSAU A Mutual Company
03. WAUSAU UNDERWRITERS INSURANCE COMPANY
07. WAUSAU GENERAL INSURANCE COMPANY
10. NCG COUNTY MUTUAL INSURANCE COMPANY
15. WAUSAU BUSINESS INSURANCE COMPANY

Signed _____
Authorized Representative

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

HISPANOS EN MINNESOTA

SMOKE FREE ZONE PROJECT

Type of Proposal: Special Project(s) for Community of Color

Primary Intervention Target Population:

Hispanic Community, St. Paul West Side Drug Free Zone

Secondary Intervention Target Population:

Migrant Communities, designated Outstate locations

Funding Requested:

Primary Intervention: 19,994
Secondary Intervention: 4,131

Project Description

Hispanos en Minnesota has established a Drug Free Zone program on the West Side of St. Paul in cooperation with the Riverview Neighborhood Crime Watch, Teens Networking Together, Neighborhood House, West Side Boys and Girls Club, the St. Paul Police Dept., and Clinton Townhomes.

Over 25 groups and businesses helped plan the DFZ, including the Concord Street Business Association, El Rio Vista Recreation Center, the Guadalupe Area Project, Humboldt High School, Torre de San Miguel housing project, and the Girl Scouts.

The DFZ program is intended to keep drug, gang, and crime-related activities out of the area through developing viable alternatives for youth. The two-year Neighborhood Partnership program is just beginning with Community Development Block Grant monies through the City of St. Paul.

Hispanos recognizes that the Assist Project provides a special opportunity to confront policy issues in tobacco use by joining forces to leverage the DFZ community intervention model. This alliance complements our substance abuse prevention strategies and offers a natural extension that can be used to significantly reduce smoking rates in the DFZ.

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

Policy Objectives

The Smoke Free Zone (SFZ) project will address policy areas of advertising and promotion, environmental tobacco smoke, and youth tobacco access and availability. The community alliances created for the DFZ will be used to access youth and adult groups for educational activities and advocacy.

Confronting the substance abuse environment with positive alternatives for youth and adults will present an atmosphere supportive to strategies aimed specifically to reduce smoking. Culturally-sensitive and language appropriate messages will be used through media normally read, seen, and heard in the West Side Hisapanic community.

Materials

Bilingual brochures and other materials developed by the American Cancer Society will be used as appropriate. Hispanos has used some ACS materials in our Youth At Risk program on the West side. Other materials include rental videos and posters.

Referrals

Hispanos will make referrals to the smoking cessation courses available in both English and Spanish at the West Side Clinic. The courses are offered both on a fee-basis or at no cost.

Goals and Objectives

The SFZ project aims to reduce the amount of cigaret use in the DFZ by 15% through a combination of:

a. increasing hazard awareness through media
b. group and community discussion
c. decreased advertising in area businesses
d. increased designated smoke-free areas
e. individual, group, and institutional pledges
f. extension of substance-abuse philosophies

Evaluation

With the help of the Assist Project, Hispanos will gather information about tobacco sales, advertising, and smoke-free areas and establishments. Copies of materials broadcast or distributed will be kept, and staff output will be recorded for:

a. community meeting participants
b. individual and group presentations
c. organization agreements
d. pledges and other commitments from businesses

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

SFZ Project Boundaries

The SFZ project area corresponds to the Drug Free Zone created for the NPP, bounded by Concord Avenue, Wabasha Street, Plato Boulevard, and Lafayette Freeway. Hispanos anticipates working with organizations and groups in adjacent or nearby neighborhoods to create new drug free zones. Similar strategies will be used as these programs develop, with formal application to the Minnesota Assist comprehensive tobacco control plan in succeeding project years.

Outstate Project

Hispanos en Minnesota proposes to add a Secondary Intervention Region project to its Minnesota Assist effort. Twelve of the following communities having significant Hispanic populations will be targeted for a two-day intervention that will seek to implant essential tobacco reduction strategies among local Hispanic leadership. One community per month will be selected, a meeting location will be identified, and the Tobacco Prevention Specialist will determine tobacco use and problems specific to the target community.

Target Outstate Communities

St. James	Madelia	Butterfield
Albert Lea	Faribault	Owatonna
Waseca	Mountain Lake	Gaylord
Winthrop	Jackson	Mankato
Marshall	Wilmar	Blooming Prairie

Secondary Intervention Evaluation

Similar records will be maintained for the Outstate project as in the Primary Intervention project. In addition, local civic and community groups will be contacted to measure their readiness and interest in joining a local, collaborative effort.

Hispanos en Minnesota

Hispanos en Minnesota has been providing bilingual and bicultural services to the Hispanic community throughout Minnesota since 1969. From early programs in housing and advocacy for migrant farm workers, the agency has evolved to provide statewide chemical health and support services, including assessment, treatment, and aftercare, and HIV/AIDS education and prevention strategies.

Hispanos' chemical dependency counselors maintain a presence in migrant communities throughout the state.

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

Project Need and Rationale

The Hispanic community is experiencing an increase in tobacco use, primarily among teens and adult males. The community is recognized as having a higher use of tobacco, and a greater at-risk young population.

The Drug Free Zone partnership offers an opportunity to reach this target population through the collaborative effort already established to address chemical substance abuse in this area.

Community and Statewide Resources

Hispanos will work with the neighborhood groups and civic organizations described above. Members of the coalition recognize that only a joint effort can help establish an environment of community intolerance for substance abuse.

Hispanos will rely on materials developed by the State and the American Cancer Society-Minnesota. Outreach specialists will use lines of communication available to the Assist program to gain entry to civic and fraternal organizations in outstate areas.

Agency Connection to Community

Hispanos en Minnesota has been serving Hispanic and migrant populations in Minnesota since 1969. We currently chair the Minnesota Hispanic Aids Partnership and are the lead agency for the Neighborhood Partnership Program on St. Paul's West Side.

Agency Funding Support

Hispanos en Minnesota has received financial support from the State of Minnesota; Ramsey, Hennepin, Washington, Dakota, Rice, Scott, Kandyohi, and Steel Counties; the City of St. Paul; the United Way of St. Paul; Deluxe Corporation; Gannet Communities Fund; The NWNL Companies; Northern States Power Company; and Otto Bremer, Minneapolis, and General Mills Foundations, among others.

Contact Person

Gregorio Guzman, Community Prevention Specialist, will be initially assigned to the Primary Intervention Project on a half-time basis. Mr. Guzman has extensive education and prevention experience (see attached resume).

Hispanos will designate appropriate agency staff, not yet named, for the Outstate Secondary Intervention project. The Outreach Prevention Specialist will spend 16 hours per month on the project.

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

BUDGET FORM
ASSIST TOBACCO-USE PREVENTION FUNDS

APPLICANT'S NAME: Hispanos en Minnesota

ADDRESS: 155 South Wabasha Suite 128

St. Paul. Minnesota 55107

PHONE: (612) 227-0831

Expenses beginning October 1, 1993 and ending September 30, 1994.

		AMOUNT	MATCHING FUNDS
1. SALARIES Name and Title	Cost per Hour X No. of Hours	$	$
Greg Guzman, Community Prevention Specialist	11.30/hr. x 1040 hrs. Fringes	REDACTED	
2. TRAVEL	No. of Miles X $.21/Mile 1080 miles x .21/mile	$ 437.00	$
3. MATERIALS/TRAINING		$	$
Supplies, Posters, Postage		$ 750.00	
Advertising, Media		$ 350.00	
Training Workshops		$ 450.00	
4. CONTRACTUAL		$	$
Leader Stipends		$ 360.00	
Indirect Costs (10.5% of $18,094.00)		$ 1,900.00	
Total, Primary:		$19,994.00	
5. OTHER: Outstate, Secondary		$	$
Prevention Specialist 192 Hrs. x 11.30		$ 2,169.00	
Salary Fringes		$ 738.00	
Mileage: 2400 miles x .21/miles		$ 504.00	
Meeting Hall Rental		$ 720.00	
Total, Secondary:	TOTALS	$ 4,131.00	$
Grand Total, Two Projects:		$24,125.00	

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

R: REDACTED MATERIAL

Budget Justification

Salaries

REDACTED Mr. Guzman manages the community prevention components for HIV/AIDS and substance abuse.

Hispanos' fringes include FICA, Unemployment Compensation, Worker's Compensation, Health coverage, and Life insurance.

A similar rate is used for the two-day per month Outstate Prevention Specialist, who will also be certified in chemical dependency.

Travel

Primary Intervention: 1080 miles
Secondary Intervention: 200 miles/month

Supplies, Posters, Postage

Purchase and duplication of materials; mailings to support intervention strategies, estimated total, $750.

Training Workshops

Three leadership training sessions, half-day, total costs for facilities, guest speakers, materials, $150/session. Leaders will be trained in compliance checks, record-keeping, media and prevention strategies, and promotion of alternative activities.

Leader Stipends

$10 community leader stipends, averaging $30/month, to offset costs associated with hosting meetings and providing other services supportive to meeting project objectives.

Outstate Meeting Support

$60/month to provide two community meetings; anticipated use for renting facilities and other meeting support.

Indirect Costs

Program administrative costs of 10.5% levied on Primary Intervention Project to cover part of agency expenses needed to manage project, included reports, insurance, accounting, and other required expenditures.

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000

R: REDACTED MATERIAL

GREGORIO G. GUZMAN

REDACTED

CAREER OBJECTIVE:

Challenging position in the chemical dependency field, preferably with the Hispanic community in Minnesota.

BACKGROUND SUMMARY:

Sixteen years of increasing responsibilities in counseling, equal employment and education; additional concentration on protective class clients; bilingual.

EXPERIENCE:

REDACTED — Manager, AIDS/HIV Community Prevention Programs; Hispanos en Minnesota

REDACTED — HIV/AIDS Prevention Specialist, American Red Cross

REDACTED — Private Business: Aztlan Construction, involving rehabilitation and remodeling of homes.

REDACTED — St. Paul Urban League: Employment and chemical dependency counseling; Chief Field Representative, Labor Education Advancement Program (L.E.A.P.)

Counselor for problems directly relating to chemical dependency; secured job training for Hispanic clients; compiled reports and data; case management; individual and group counseling; special emphasis on bilingual and bicultural issues pertaining to clients.

Supervised Spanish Component Program for the hiring of Hispanic clients. Extensive experience working with state, city, and federal Human Rights and Compliance programs.

Extensive knowledge of 12-step, other approaches to chemical dependency treatment and counseling.

EDUCATION

HIV/AIDS Instructor Certificate, American Red Cross
State Certificate, Chemical Dependency
State License, Beauty Salon Manager
Diploma, Mechanic Arts High School

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Source: https://www.industrydocuments.ucsf.edu/docs/zgmm0000